

UUCA BOT Minutes October 25, 2011

Host: Clarke Weeks

Chalice: Grier Page

Process Observer: Lyn Conley

Present: Pam Kilmer, Conrado Marion-Landais, Grier Page, Clarke Weeks, Board President Ellen Beattie, Lyn Conley, Jerry Moore, Jimikius Harris, Cindy Hoffner, Joetta Prost, Beth Valentine, Reverend Anthony David, Executive Director Scott Howell

Spirit and Community

- Grier lit the chalice
- Circle of Connection: What has made you feel energized since we last met?

Board Care

- Board Workplan: Ellen went over the purpose and structure of the Board Work Plan, explaining how the matrix is a governance tool. She reported that she met with the committee chairs this week to review progress and make any needed adjustments to the plan. The group concluded that the workplan still reflects the current goals with mid-course adjustments needed/
- Celebration Sunday: Pam showed a GREAT poster she created for the Board representation in the Poster Parade as a part of Celebration Sunday. Jimikius agreed to march with it during first service, and Joetta will carry it during second service. Parade participants should arrive 15 minutes before start of each service. The Board will be hosting the Celebration Sundaes table. A schedule of shift was circulated for adjustments

Need to Know

- Executive Report: Anthony presented his Executive Report briefly. In response to specific questions on the content raised by trustees, he elaborated on these points:
 - Due to Pat Kahn's departure, Marti's sabbatical will be postponed and divided into two periods. The first period will begin in late February run through mid-June 2012. She will return during Anthony's vacation and study leave, then her sabbatical will continue after Anthony return in August until November 2012.
 - Anthony is assured that the staff is smoothly working through the transition of Pat's departure.
 - Anthony's recent meeting with the 20s/30s group included conversations about their possible involvement in a campus ministry initiative, as well as his expressing gratitude for different initiatives they've been responsible for, including the Phoenix 5K Run.
 - Recent involvement with the Faith Alliance of Metro Atlanta included UUCA's participation in an interfaith 9/11 commemoration
 - Volunteer Program Team continues to build the foundation for the Spirit In Service program to be launched in the Spring. The brochure is still in progress and it will need to be updated.
 - The open mic event was a success in many fronts. It reflected well on our diversity, the intergenerational participation, the great talent in our community.

- New greeting kiosks have arrived, and Beth expressed concern that this may impact the Greeting teams which are already understaffed every week. Anthony confirmed that Kelly and Herschel hear these concerns and are addressing them. Ellen explained that, although the Board did not continue with last year's practice of taking on 5th Sunday's as a team, she encouraged each of us to participate in greeting individually as visible sign of service.
- Finance Report: Scott presented the Finance Report for September. We continue to track closely to the budget, but have a more favorable net than the expected balanced (break even) outcome, and we were showing a surplus as of 9/30. Regarding the 2012 budget, it was reported that Scott is working on a new draft of it, which the Finance Committee reviewed last week. Based on current pledges (which totaled \$312K on 10/24), the budget model now assumes a 4% increase in pledges over 2012 rather than the 11% projected in the version presented to the Board last month, and it also incorporates the changes in compensation due to Pat's transition. The final version of this budget will be presented to the Board for vote during our November meeting.
- Liaison reports:
 - Stewardship: The Board discussed whether the congregation should be made aware of what the ramifications will be if the pledges don't meet the budget needs. Should the consequences of a pledge shortfall be clearly communicated to the congregation immediately after Celebration Sunday? How does that message need to come across? From whom? How does the message need to be communicated? Should there be a detailed explanation of the costs of healthcare, fair compensation, APP cost structure, past savings being spent, etc.? Can that come before the Board approves the budget? Should the Executive's recommendations to the Board be made public to increase giving? Anthony and Scott will discuss with the Stewardship team.
 - Long Range Plan: Ellen met with LRP steering committee and aspiration group chairs. On Saturday 10/29 there is a pilot focus group meeting with aspiration team members present. The Board is invited to participate. There will be testing with focus groups in November on the 9th [evening] & 13th. [following the second service.] This will help further develop the document that the LRP process is developing.
 - NLDC Beth reported that the committee is working through existing lists, editing and adding to them. The new members have great resources and ideas for additions to the list. It's also a matter of determining where people are best suited to serve. In addition, there is growing clarity about the "classes" of board members, how the gradual transition to an equal attrition rate will be achieved.
- Board Committee reports:
 - PEM: Lyn reported on PEM. This month they monitored Executive Limitations E6 (re: purchasing policy) and F2 (re: protection of intellectual property & records). Upon request (and with short notice) the Executive provided information to the committee on these policies. After reviewing the material provided the committee provided questions and feedback to the Anthony. Until Anthony responds, it is difficult for the committee to conclude the monitoring of these two policies. Anthony agreed to provide a progress report on this next month. In her report, Lyn noted that the PEM committee has some cross over with the Policy

committee and they have in conversations. Joetta stated that the Bylaws/Policy committee collects and provides clarity about all types of policies, including operational policies and procedures; the PEM committee monitors the executive's compliance with executive limitations. Joetta suggested going over board policies at the next board meeting. Grier questioned if there were policies for hiring before embarking on the search to fill Pat's position. Ellen asked for the personnel policy manual to be made available to the Board.

- Bylaws & Policies: Joetta provided an overview of the role of the B&P committee. She drew the Board's attention to the difference between Bylaws, Board Policies and the operational policies & procedure in place. She reported that the committee is striving to gain clarity on what UUCA operational policies and procedures exist. They will begin by asking Scott to provide indexes of the operational policies and procedures. The committee wants to be a resource to the board, and eventually the congregation. They will also be looking at a bylaws issue: what is an official group.
- Congregational Life: Conrado reported that January 22nd will be the next listening session. They are also looking at the Board's presence on the UUCA website and "Above Board", and at new ways to communicate with the congregation.

Our Quest

- *The Job of the Board*: At 8:53 it seemed late to launch this conversation; the discussion was restricted to 10 minutes, and therefore not covered in full. The Board discussed what the Board's role is, how do we interact with the Executive, with the congregation. Anthony questioned where we are in terms of the "arrow going both ways," that it's not just a matter of the Board asking the Executive to fulfill obligations, but there can be a back and forth, a caring from both sides, and caring for the welfare of the executive and the staff. Ellen reviewed some of the board responsibilities towards leadership, stewardship, policy, discipline and time management, and being informed about the areas we are responsible for.

Go in Peace

- Lyn asked if the Board wanted to do something for Pat and Beth and Pam volunteered to help as well as Ellen.
- Lyn gave the process observation & Grier provided the closing words.
- The meeting was adjourned at approximately 9:20pm